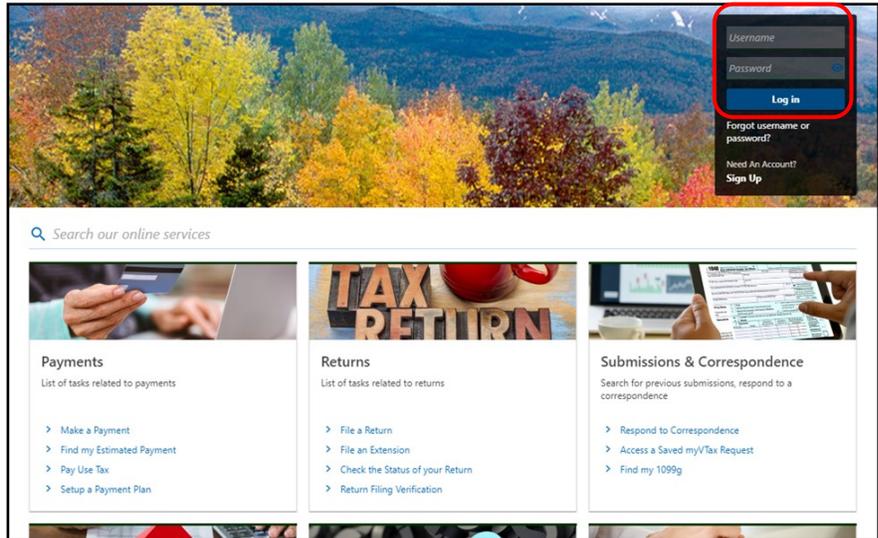


myVTax Guide: How to Send a Secure Business Message

Business taxpayers can send secure messages to the Department of Taxes from their myVTax accounts.

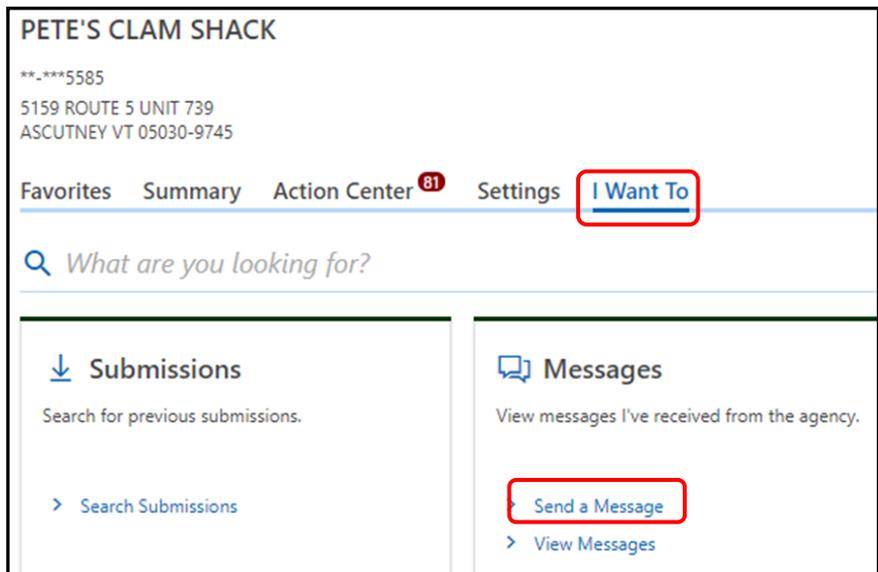
Step 1

Go to **www.myVTax.vermont.gov** to access the Department's portal for online services. **Login** in to your account.



Step 2

Under the **I Want To** tab, click **Send a Message**.



Step 3

If you are not writing about a specific account, select **This message doesn't concern a specific account.**

A popup will appear prompting you to select a **Message Type.**

Click **Next** as you finish each screen.

The screenshot shows two sequential screens. The first screen, titled "Message" for "PETE'S CLAM SHACK", asks "Which account is this message concerning?". A red box highlights the option "This message doesn't concern a specific account". Below this are several account types with their IDs: Business Income (BIT-10116697), Corporate Income (CIT-10116697), Meals and Rooms (MRT-10116697), Sales and Use (SUT-10116697), and Withholding (WHT-10116697). A red arrow points from this option to the second screen. The second screen asks "Select Message Type" and lists various categories like "A Letter or Bill I Received", "General Question", etc. A red box highlights the "Next" button at the bottom right.

-OR-

If you are messaging us about a particular tax account, select it.

A popup will appear asking you to select a time period for account. If none, select the appropriate link.

Click **Next** as you finish each screen.

The screenshot shows two sequential screens. The first screen is identical to the one above, but the "Meals and Rooms" account is selected. A red box highlights this selection, and a red arrow points to the second screen. The second screen asks "Which period is this message concerning?". A red box highlights the option "This message doesn't concern a specific period". Below this are two period options: "Dec-31-2020" and "Nov-30-2020". A red box highlights the "Next" button at the bottom right.

Step 4

Fill in the message **Subject** and **Message** fields. You may also attach additional documents to your message. Once you have completed the form, select **Submit.**

You will receive a **confirmation** that your message has been sent.

The screenshot shows the final message composition screen and a confirmation popup. The main screen is titled "General question regarding your tax account(s)". It has a progress bar with three steps: "Select Account", "Select Type", and "Message". The "Message" field is active. There are "Subject" and "Message" text boxes, both marked as "Required". Below these are "Attachments" and "Save Draft" buttons. A red box highlights the "Submit" button. A separate popup window titled "Message" shows the confirmation: "Your message has been sent."